

CONFIDENTIAL
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Executive Registry

64-2514

OFFICE OF THE DIRECTORAction Memorandum No. A-373Date 8 April 1964

TO : Director/BPAM

SUBJECT : Responses by BPAM on Programs, Projects and Queries

REFERENCE:

1. I am most anxious that we establish a reputation in BPAM for very prompt action on all programs, projects and queries. I recognize that in certain instances these may require considerable study by the Budget Division, the Program Analysis Staff or the Manpower Control Staff and may also include required discussions with me. However, I want to establish the practice of giving prompt answers, particularly where prompt answers are requested or required. If we cannot give a final answer, then I want to be assured that we give interim answers so that we are in no way responsible for slowing Agency action or being indecisive. In this connection I would like to have BPAM establish a method for advising me on a regular basis of all programs, projects or queries which are in the mill.

2. Related to the above is the question of the role of BPAM on policy matters. It is obviously one of our functions to insure that everything the Agency does is in accordance with Agency policy, which in turn is directed by higher authority. On the other hand, I want to be sure that BPAM is exceedingly careful not to indicate to operating units disagreement over policy without first raising that question with me.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive DirectorSUSPENSE DATE: *std 4/12/64***CONFIDENTIAL**

LBK:drm

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